



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150

MEMO PERD #39/03
November 20, 2003

TO Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM Jeanne Greene, Director
Department of Personnel

SUBJECT PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on December 19, 2003. This meeting will be held in Las Vegas at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue, beginning at 8:00 a.m. This meeting will also have a videoconference link to Carson City at the Legislative Building, Room 4100, 401 South Carson Street.

- I Call to Order – 8:00 a.m.
- II *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284
 - A Changes due to requests by interested parties, and proposals by the Department of Personnel
 - Sec. 1 NEW Section 2 of LCB File No. R096-03 Determining seniority for the purposes of layoff

A Changes due to requests by interested parties and proposals by the Department of Personnel (cont'd)

- Sec. 2 284.182 Adjustment and retention of pay progression date;
restoration of date of appointment and pay progression date
- Sec. 3 284.196 Merit pay increase: Credit for service under certain
circumstances
- Sec. 4 284.208 Compensation for dangerous duty
- Sec. 5 284.374 Active lists: Removal and reactivation of names; refusal to
consider certain persons
- Sec. 6 284.448 Time not counted toward completion of probationary period
- Sec. 7 284.498 Training of supervisory employee
- Sec. 8 284.611 Separation for physical, mental or emotional disorder
- Sec. 9 284.718 Confidential records
- Sec. 10 284.730 Retention of records

SECTION PROPOSED FOR REPEAL:

- Sec. 11 284.502 Training of managerial employees

B Changes resulting from a comprehensive review of the Recruitment and Examinations, Lists of Eligible Persons and Certification, and Appointments sections

- Sec. 1 284.0533 "Dating relationship" defined
- Sec. 2 284.062 "Employee" defined
- Sec. 3 284.076 "Permanent employee" defined
- Sec. 4 284.088 "Promotion" defined
- Sec. 5 284.093 "Reappointment" defined
- Sec. 6 284.110 "Underfill" defined
- Sec. 7 284.295 Determining type of recruitment
- Sec. 8 284.297 Determining practicability of limiting consideration to
persons eligible for promotion
- Sec. 9 284.298 Competitive examinations
- Sec. 10 284.300 Requirements for selection of assessor of center
for assessment
- Sec. 11 284.302 Investigations of applicants
- Sec. 12 284.318 Limitation of competition in recruitment
- Sec. 13 284.322 Released time for examination
- Sec. 14 284.326 Period for filing application
- Sec. 15 284.330 Continuous recruitment
- Sec. 16 284.334 Notice of recruitment
- Sec. 17 284.338 Minimum passing scores; computation of final scores
- Sec. 18 284.340 Retaking examinations
- Sec. 19 284.342 Veterans' preferences
- Sec. 20 284.346 Review of examination
- Sec. 21 284.350 Correction of error in rating, scoring or computing results
- Sec. 22 284.360 Methods of certification; priority of reemployment lists;
willingness to accept employment

B Changes resulting from a comprehensive review of the Recruitment and Examinations, Lists of Eligible Persons and Certification, and Appointments sections (cont'd)

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| Sec. 23 | 284.364 | Lists of persons with disabilities who are eligible for temporary limited appointments |
| Sec. 24 | 284.370 | Integration of subsequent list; material change in required qualifications |
| Sec. 25 | 284.375 | Appointing authority prohibited from appointing related persons under certain circumstances; exceptions |
| Sec. 26 | 284.378 | Use of lists and consideration of eligible persons |
| Sec. 27 | 284.379 | Use of promotional list after initial recruitment; combining open and promotional lists; establishment of list from open competitive list; use of list in which order changed |
| Sec. 28 | 284.380 | Correction of error in certification |
| Sec. 29 | 284.382 | Inquiry of availability |
| Sec. 30 | 284.383 | Reports of appointments |
| Sec. 31 | 284.386 | Separation without prejudice; reinstatement |
| Sec. 32 | 284.390 | Transfers: Generally |
| Sec. 33 | 284.394 | Appeal of involuntary transfer |
| Sec. 34 | 284.398 | Transfers to classified service; certain transfers to unclassified service |
| Sec. 35 | 284.400 | Acceptance of a new appointment notice to current appointing authority |
| Sec. 36 | 284.402 | Voluntary demotions |
| Sec. 37 | 284.404 | Reappointment |
| Sec. 38 | 284.406 | Provisional appointments |
| Sec. 39 | 284.410 | Emergency appointments |
| Sec. 40 | 284.434 | Seasonal positions |
| Sec. 41 | 284.436 | Intermittent positions |
| Sec. 42 | 284.437 | Underfilling of positions |
| Sec. 43 | 284.589 | Administrative leave with pay |

SECTIONS PROPOSED FOR REPEAL:

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| Sec. 44 | 284.090 | "Promotional appointee" defined |
| Sec. 45 | 284.296 | Recruitment: Agency's responsibilities |
| Sec. 46 | 284.299 | Examinations administered by center for assessment |
| Sec. 47 | 284.306 | Age limits; proof of age |
| Sec. 48 | 284.310 | Applications |
| Sec. 49 | 284.320 | Employee responsible for applying for recruitment |
| Sec. 50 | 284.354 | Consideration of examination of person with disability |
| Sec. 51 | 284.355 | Effect of filing of grievance |
| Sec. 52 | 284.358 | Types of lists |
| Sec. 53 | 284.362 | Order of names on ranked list; ties |
| Sec. 54 | 284.363 | Certification of list of unranked applicants or waiver of list |
| Sec. 55 | 284.384 | Probationary and permanent appointments |

- B. Changes resulting from a comprehensive review of the Recruitment and Examinations, Lists of Eligible Persons and Certification, and Appointments sections (cont'd)

Sec. 56 284.385 Reemployment

Sec. 57 284.443 Trial periods

V. *Classification Appeals

- A Ron Cothran, former Custodial Supervisor I
Jot Travis Student Union, University of Nevada, Reno

- B. Ana Barbara Barcenas, Administrative Assistant I
Athletic Commission, Department of Business & Industry

VI *Approval of Occupational Group Study Revised Class Specifications

- A Engineering & Allied occupational group

Engineering Support Services subgroup

- a. Photogrammetrist/Cartographer series
- b. Cartographic/Graphics Technician series

2. Construction & Land Use Services subgroup

- a. Manager, Right-of-Way Engineering
- b. Supervisor, Right-of-Way Engineering
- c. Architectural Drafter series
- d. Chief of Planning & Development
- e. Parks & Recreation Program Manager
- f. Landscape Architect series
- g. Construction Project Coordinator series
- h. Project Manager series
- i. Building Construction Inspector series

3. Equipment Design & Maintenance subgroup

- a. Electronics Technician series

VI. *Approval of Occupational Group Study Revised Class Specifications (cont'd)

B. Mechanical & Construction occupational group

1 Equipment Operations subgroup

- a. Special Equipment Operator series
- b. Equipment Operation Instructor
- c. Grounds Equipment Operator series

2. Equipment Management, Maintenance & Repair subgroup

- a. Highway Equipment Mechanic Specialist
- b. Equipment Mechanic-In-Training series
- c. Auto Body Worker
- d. Fleet Service Worker series

Uncontested Classification Action Report

VIII. Special Reports

Comments by the General Public

X Select Date for Next Meeting

XI. *Adjournment

** Indicates item will be voted on by the Personnel Commission*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no later than five working days prior to the meeting.